

PHARMACY TECHNICIAN

On-Call position, non-exempt

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Copy of Pharmacy Technician certification, if applicable
- ☐ Documentation of CPR Certification, if applicable
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: March 11, 2015

Closing Date: Open Continuous

POSITION ANNOUNCEMENT

POSITION:

PHARMACY TECHNICIAN

On-Call position, non-exempt

LOCATION:

Donald A. LaPointe Health & Education Facility
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Pharmacist

SALARY:

Non-Certified = Grade 3 (minimum starting wage = \$9.80/hr)
Certified = Grade 4 (minimum starting wage \$11.47/hr)

SUMMARY:

Assists the Pharmacist in filling prescriptions and maintenance of daily activities in the pharmacy that are essential to a safe and efficient pharmacy operation.

QUALIFICATIONS:

- Must possess a High School diploma or GED.
- Must be a Certified Pharmacy Technician or must obtain within 180 days of employment. Previous experience in Pharmacy practice preferred.
- CPR Certification preferred, or must obtain within 90 days of employment.
- Basic knowledge of Indian Health Programming and local Tribal community essential
- Technician is responsible for attaining and maintaining registration or licensing.
- Computer skills required.
- Must have knowledge of Electronic Health Records (EHR).
- Must have a working knowledge of community resources.
- Knowledge of medical terminology required, as well as general knowledge of office and clerical practices; good organizational, verbal and written skills; word processing and electronic file management.
- Must be able to read reports and view information on a computer monitor.
- Must have good hearing.
- Must be able to stand/walk for long periods of time.
- Must be able to climb, stoop, and kneel.
- Must be able to lift 25 lbs.
- Employment is contingent upon the satisfactory result of a security background check, drug testing, and physical exam.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent

VETERAN PREFERENCE:

Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

- Maintains confidentiality of health care information in agreement with the Federal Medical Privacy Act and HIPAA.
- Documents and maintains accurate client records in accordance with the Keweenaw Bay Health Center Medical Records Policies.
- Refers clients to obtain alternate resources for medical and/or pharmaceutical coverage.
- Tracks all referrals and provides needed follow up.
- Provides and/or assists in demonstrations, conducts training sessions and community meetings in the area of Prescription Assistance programs.
- Provides basic CPR in cases of emergencies and assistance during emergency situations.
- Assists in preparing, updating, reporting and maintaining the Policy and Procedure Manual for the Pharmacy and related departments.
- Participates in general staff meetings, medical staff meetings, and other meetings or committees as assigned (Quality Assurance, Safety, etc.)
- Complies with the KBIC Policy and Procedure manual and specific policies of the KBIC DHHS.

Pharmacy

- Receive written prescription or refill requests and verify that information is complete and accurate.
- Maintain proper storage and security conditions for drugs.
- Answer telephones, responding to questions or requests.
- Fill bottles with prescribed medications, type and affix labels.
- Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.
- Price and file prescriptions that have been filled.
- Clean and help maintain equipment and work areas, and sterilize glassware according to prescribed methods.
- Establish and maintain patient profiles, including lists of medications taken by individual patients.
- Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data into computer.
- Receive and store incoming supplies, verify quantities against invoices, and inform supervisors of stock needs and shortages.
- Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.
- Prepare and process medical insurance claim forms and records.
- Mix pharmaceutical preparations according to written prescriptions.
- Operate cash registers to accept payment from customers.
- Price, stock and mark items for sale.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

Distribution Date: March 11, 2015

Closing Date: Open Continuous